

---

## Effective Meetings Resource List

### Books

The following books are all available from the Francis Costello Library (location 9)

Green, A. 2014. In the chair: how to guide groups and manage meetings. HF 5718 GRE

Gutmann, J. 2006. Taking minutes of meetings. HF 5734 GUT

Pryce-Jones, J. Running great meetings and workshops for dummies. HF 5718 PRY

Reekers, J. 2010. Presenting at medical meetings. HF 5718 REE

---

### Journals

A range of journals are available in the library in print and online. The following journals are the most relevant:

Harvard Business Review 1922-current (online)

Health Service Journal 2007-current (online)

Please note that you need an Athens account to access our online journals. To register or log in, go to: [www.evidence.nhs.uk](http://www.evidence.nhs.uk) and click on the *journals and databases* link.

---

### Journal Articles

Schwarz, R. 2016. 8 ground rules for great meetings. *Harvard Business Review Digital Articles*, 6 (15) pp 2-5

Gerwick, M. 2013. Strategies for effective meetings. *The Journal of Continuing Education in Nursing*, 44 (4) pp 171-177

2015. Five strategies to make the most of meetings. *Healthcare Registration: the newsletter for Health Care Registration Professionals*, 25 (3) pp 6-8

Kudick, K. 2015. A three-step plan to conduct more effective meetings. *Las Vegas Business Press*, 32 (13)

Ronald, P. 2014. Effective management is key to successful meetings. 40 (3) pp 44-48

---

### Other management books and resources

We hold a wide range of books on other aspects of management in the library. You can search for books on “project management” for example by doing a keyword search on the library catalogue: <https://wv-shelib.olib.oclc.org/webview/>

You can also view a list of management books and useful websites on the library webpages: <http://www.rjah.nhs.uk/library/managers>